The purpose of the Quick Reference Guide for SCI Registry User Maintenance is to provide the Electronic Signature Authority with step-by-step instructions for user maintenance which will include assignment of individual user's security roles. If questions or concerns should arise during the assignment of individual user's security roles, contact the help desk at 866-439-4082 (select option 2, Immunization Registry).

The Electronic Signature Authority is the facility's senior prescribing authority. In South Carolina, the senior prescribing authority may be:

- Doctor of Medicine (MD)
- Doctor of Osteopathy (DO)
- Physician Assistant (PA)
- Advanced Practice Registered Nurse (APRN)
- Doctor of Pharmacy (PharmD)
- Registered Pharmacist (RPh)

The Electronic Signature Authority is solely responsible for the maintenance of the facility's individual user's accounts.

Maintenance of the facility's individual user's accounts includes:

- Adding new individual user's accounts
- Providing new individual users with access information
- Resetting passwords
- Disabling individual user's accounts
- Selecting user's security role

Logging into SCI PAS

To access User Maintenance, the Electronic Signature Authority should go to:

https://www.scdhec.gov/scipas

Electronic Signature Authority should enter Username and Password. Click **LOGIN**.

If Electronic Signature Authority does not remember Username and Password, please contact the Help Desk at 866-439-4082 (select option 2, Immunization Registry) for assistance.

Navigating to User Maintenance

Electronic Signature Authority navigates to User Maintenance by clicking on **ADMIN** tab.

Click on **User Maintenance**.

From the **Select A Provider** dropdown, select your facility.

Users are listed in alphabetical order based on the user's email address.

Users in **RED** have disabled.

Adding New User Accounts

STEP 1:

Search for user by scrolling up/down list or type email address in search screen.

STEP 2:

If individual is not found, click on **NEW**.

STEP 3:

On the right side of the screen, the **DATA** tab is activated. Select **NEITHER** for User Type. Then, enter individual's email, first name, last name, position and phone number in appropriate fields. Then, click **SAVE**.

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STEP 4:

On the right side of the screen, click on the **ROLES** tab.

STEP 5:

Select **CLICK TO SHOW ROLES**.

STEP 6:

Select appropriate Registry security user role:

- **Provider Registry Administrator:** On behalf of the electronic signature authority, user can complete on-boarding forms without electronic signature rights; only electronic signature authority can submit forms.
- **Provider Registry Override User:** Update rights (ability to print reports) plus validation/invalidation and deletion rights
- **Provider Registry Standard User:** Update rights (ability to print reports)
- **Provider Registry Read-Only User:** Read-only rights (ability to print reports)

After selecting appropriate security role, select **SAVE**.

User Roles

SECURITY

VFC AND STATE VACCINE PROGRAMS

Provider VFC Administrator
Access to: *Documents on Federal VFC Enrollment and SC State Enrollment tabs (without electronic signature rights)*
Recommended for: *Provider Practice Manager/Administrator, Provider Practice Lead Nurse*
Restrictions: *One (1) user per facility*
○ Yes ● No

Provider Vaccine Coordinator
Access to: *DHEC 1145 & 1225 on Federal VFC Enrollment tab*
Recommended for: *Provider Vaccine Coordinator*
Restrictions: *Two (2) users per facility*
○ Yes ● No

REGISTRY

Provider Registry Administrator
Access to: *All Documents on Registry Status and HL7 Data Exchange tabs (without electronic signature rights)*
Recommended for: *Provider Practice Manager/Administrator, Provider Practice Lead Nurse*
Restrictions: *One (1) user per facility*
○ Yes ● No

Provider Registry Override User
Access to: *SCI Registry Update Rights (with validate/invalidate and deletion rights)*
Recommended for: *Provider Immunization Nursing Staff*
Restrictions: *Two (2) users per facility*
○ Yes ● No

Provider Registry Standard User
Access to: *SCI Registry Update Rights*
Recommended for: *Provider Immunization Nursing and Administrative/Office Staff*
○ Yes ● No

Provider Registry Read-Only User
Access to: *SCI Registry Read-Only Mode (with ability to print reports)*
Recommended for: *Provider Immunization Nursing and Administrative/Office Staff*
○ Yes ● No

Save   Cancel

The Electronic Signature Authority (ESA) is responsible for the appropriate selection of an individual's security role in SCI Registry and future maintenance of all individual user accounts for the facility.

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STEP 7:

Individual user account set-up is now complete.

User must:

- View <u>Registry User Overview and Training Videos</u>
- View/Print <u>Registry User Quick Reference Guide</u>

These documents may be found on the SCI PAS Home Page.

Upon user's completion of the overview and training videos, ESA will provide user with:

- Username – This is the individual's email address.
- Temporary Password – This is the facility's PIN.

Updating an Existing User

STEP 1:

Click on the appropriate user.

On the right side of the screen, the **DATA** tab will update showing the selected user's information.

NOTE: Selected user does not have access to SCI PAS. Click **YES**, if access is desired for this user. Then, click **SAVE**.

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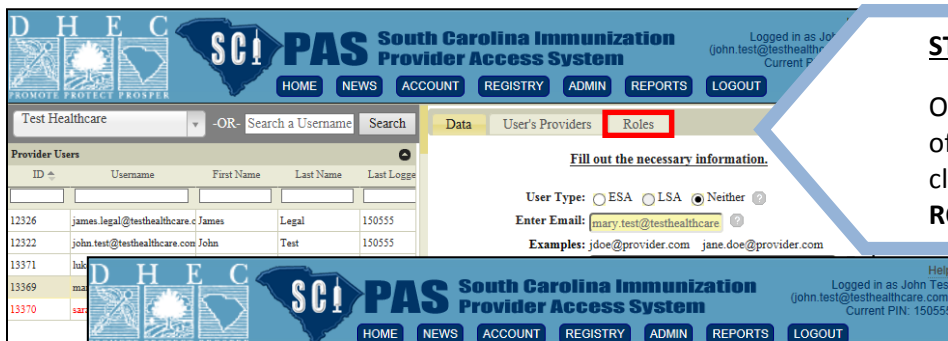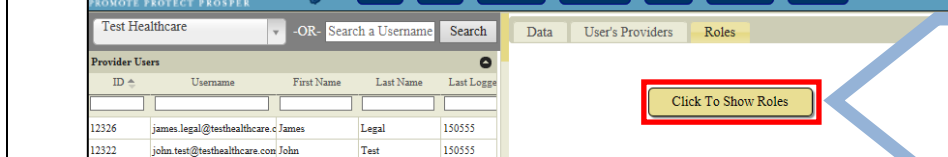
STEP 2:

On the right side of the screen, click on the **ROLES** tab.

STEP 3:

Select **CLICK TO SHOW ROLES**.

STEP 4:

Select appropriate Registry security user role:

- **Provider Registry Administrator:** On behalf of the electronic signature authority, user can complete on-boarding forms without electronic signature rights; only electronic signature authority can submit forms.
- **Provider Registry Override User:** Update rights (ability to print reports) plus validation/invalidation and deletion rights
- **Provider Registry Standard User:** Update rights (ability to print reports)
- **Provider Registry Read-Only User:** Read-only rights (ability to print reports)

After selecting appropriate security role, select **SAVE**.

The Electronic Signature Authority (ESA) is responsible for the appropriate selection of an individual's security role in SCI Registry and future maintenance of all individual user accounts for the facility.

STEP 7:

Individual user account set-up is now complete.

User must:

- View Registry User Overview and Training Videos
- View/Print Registry User Quick Reference Guide

These documents may be found on the SCI PAS Home Page.

Upon user's completion of the overview and training videos, ESA will provide user with:

- Username – This is the individual's email address.
- Temporary Password – This is the facility's PIN.

Username   PIN

Resetting User's Password

STEP 1:

To reset a user's password, click on appropriate user.

Click **RESET PASSWORD**.

ESA will provide user with:

- Username – This is the individual's email address.
- Temporary Password – This is the facility's **PIN.**

The Electronic Signature Authority (ESA) is responsible for the resetting user's passwords.

Please remind user's that the **New Password** must be at least 8 characters long and include:

- Uppercase letter
- Lowercase letter
- Symbol
- Number (minimum of 2)

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Disabling an Existing User

STEP 1:

Click on the appropriate user.

On the right side of the screen, the **DATA** tab will update showing the selected user's information.

To disable (or terminate) a user's access to SCI PAS, click **NO.** Then, click **SAVE**.

STEP 2:

The disabled (or terminated) user account should now appear in **RED** following the last enabled (or active) user account. If more than one disabled user account is listed, user accounts are in alphabetical order by email address.

🛑 The Electronic Signature Authority (ESA) is responsible for the disabling (or terminating) of user accounts.